

**ROUTING AND TRANSMITTAL SLIP**

Date **8 June 1983**

TO: (Name, office symbol, route number, building, Agency/Pest)	Initials	Date
1. <b>C/PAO</b>	<b>[initials]</b>	<b>6/8/83</b>
<b>[redacted]</b>	<b>(K)</b>	<b>6/8</b>
2. <b>REGISTRY</b>		
4.		
5.		

Action	File	Note and Return
Approved	For Clearance	For Conversation
As Requested	For Correction	Prepare Reply
Complete	For Your Information	See Me
Concurrent	Investigate	Signature
Coordination	Justify	

**REMARKS**

As anticipated, IS9G had no problems with the attached draft notice. Recommend action be closed by a call to [redacted] advising of "no objection- no comment." If he wishes something in writing, we can handle it at the PPG level.

*Done* →

*OK*

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Pest)	Room No.—Bldg.
<b>[redacted]</b>	Phone No.

## ROUTING AND RECORD SHEET

OS REGISTRY

FILE

SUBJECT: (Optional)

Proposed HN, Coordination Requirements Prior to the  
Acquisition of Personal Computers

FROM:

Policy and Plans Group  
4E-70, Hqs.

EXTENSION

NO.

DATE

7 June 1983

TO: (Officer designation, room number, and  
building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALSCOMMENTS (Number each comment to show from whom  
to whom. Draw a line across column after each comment.)

1. C/ISSG

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

The attached seems to address  
ISSG equities. Please confirm  
or otherwise respond by 10 June.  
A telephonic response will do.

8 June 83.

advised

"no problem" ISSG  
and therefore OS equities  
are covered.

# ROUTING AND TRANSMITTAL SLIP

Date

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	DD/P&M	[Signature]	6 JUN 1983
2.	CIPPG	[Signature]	6/6
3.	[Redacted]		
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DL- 6/13/83

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

☆ GPO : 1981 O - 341-529 (120)

**ROUTING AND RECORD SHEET**

**SUBJECT:** (Optional) Draft Headquarters Notice, "Coordination Requirements Prior to the Acquisition of Personal Computers"

**FROM:** [Redacted]  
Chief, Management Staff, ODP  
2D00 HQS

EXTENSION

NO. ODP-83-780

DATE 2 June 1983

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

2.

3.

Director of Security

4.

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13.

14.

15.

OS REGISTRY

BW

ADMINISTRATIVE-INTERNAL USE ONLY

ODP-83-780  
2 June 1983

MEMORANDUM FOR: Director of Communications  
Director of Finance  
Director of Information Services  
Director of Logistics  
Director of Medical Services  
Director of Security  
Director of Training and Education

FROM:

Chief, Management Staff, ODP

SUBJECT: Draft Headquarters Notice, "Coordination  
Requirements Prior to the Acquisition of  
Personal Computers"

1. Attached, for your review and comment, is a draft copy of a proposed Headquarters Notice (HN) which describes the coordination requirements for the acquisition of personal computers (PC). This HN is a result of requests from several components that ODP sponsor a notice outlining steps in the PC acquisition process.

2. Please provide any written comments you may have to this office by COB 13 June. These comments will be incorporated into the notice and forwarded to the Office of Information Services for Agency-wide coordination and publication. If you or your staff have any general questions concerning this notice, please do not hesitate to contact me. I may be reached on [redacted]

[redacted] Specific questions may be addressed to the  
ODP Action Officer, [redacted]

Attachment: a/s

cc: C/ISSG/OS  
C/ADP&EB/PD/OL  
C/RECD/OL

GS REGISTRY

ADMINISTRATIVE-INTERNAL USE ONLY

**Page Denied**

Next 2 Page(s) In Document Denied